



## EXAMINATION ANNOUNCEMENT

# CALIFORNIA ENERGY COMMISSION

## ENERGY COMMISSION SUPERVISOR II (Efficiency)

**OPEN**

### EXAMINATION PLAN – NO WRITTEN TEST IS REQUIRED

The entire examination will consist of a structured qualification appraisal interview weighted 100% that may include pre-exposed interview questions, presentations, oral reports, role-playing exercises, in-basket activity, or preparation of written materials. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

### FILING INSTRUCTIONS

**CONTINUOUS TESTING – NO FINAL FILING DATE** – Testing is considered continuous as dates can be set at any time. You may apply only once in any consecutive 12 months period. Applications (Form 678) will be accepted on a continuous basis and examinations are scheduled as needed. Applications and/or resumes submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted.

### FILE BY MAIL OR IN PERSON WITH:

California Energy Commission  
Selection, Training & EEO Office (EC Sup II EFF)  
1516 Ninth Street, MS #52  
Sacramento, CA 95814

### DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD

Applications may be obtained at the State Personnel Board, any Employment Development Department in California, or the California Energy Commission. If you wish to download the application go to <http://www.spb.ca.gov/jobs/stateapp.htm>

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark question #2 of the "Application for Examination." You will be contacted to make specific arrangements.

### SALARY RANGE

\$5312 - \$6409

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated below by the final filing date. Your signature on your application indicates you have read, understood and possess the basic qualifications required. **All applications/resumes must include: "to" and "from" dates (month/day/year); time base (full-time/part-time/number of hours per week/month); and civil service class titles where applicable. Applications/resumes received without this information will be rejected.**

ENERGY COMMISSION SUPERVISOR II (EFF)  
BJ03 - 4940  
7ER21

[www.energy.ca.gov](http://www.energy.ca.gov)  
(916) 653-6532

Final File Date: Continuous

EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

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**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

In the California state service, one year of experience performing efficiency duties in areas related to energy conservation, load management and efficiency measures, building and appliance standards and regulations; energy cost effectiveness and savings measures; including duties such as energy cost effectiveness, end use modeling, and estimates of energy and savings impacts at a level of responsibility equivalent to Energy Commission Specialist I.

**OR II**

In the California state service, two years of experience performing efficiency duties in areas related to energy conservation, load management and efficiency measures, building and appliance standards and regulations; energy cost effectiveness and savings measures; including duties such as energy cost effectiveness, end use modeling, and estimates of energy and savings impacts at a level of responsibility equivalent to Associate Energy Specialist.

**OR III**

Five years of responsible technical experience in one or more of the areas described in Pattern I above, including four years of experience above the trainee level. A master's degree in a field related to one of the specialties may be substituted for one year of the required experience; while a doctoral degree may be substituted for two years of the required experience. Only one postgraduate degree may be counted towards experience. (Completion of dissertation research for a doctoral degree in a field appropriate to one of the Energy Commission specialties may be substituted for up to one year of the required experience.) (Experience in the California State service applied toward this pattern must include at least one year performing the duties in a class with a level of responsibility equivalent to Energy Commission Specialist I.). **AND**

The following education is required when non-California state service experience is used to qualify at any level. Equivalent to graduation from college. Additional experience may be substituted for the required education on a year-for-year basis.

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**THE POSITION**

The Energy Commission Supervisor II (Efficiency) position is the second supervisory level of the series, typically responsible for two or more small units, with a total minimum of six professional staff. Typically, the staff will be at the Energy Analyst through Energy Commission Specialist I level and include direct supervision of Energy Commission Supervisor I positions. In the more complex and technical functional areas, staff at the Associate Energy Specialist level and above may report directly to the Energy Commission Supervisor II, provided that the minimum staff size requirement is met. Incumbents supervise and direct technical employees and have major program responsibilities in the more complex and technical functional areas of an office either directly or through Energy Commission Supervisors I.

**Positions exist in Sacramento with the California Energy Commission.**

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**SCOPE**

Questions in the interview are designed to test broad knowledge of the topic under consideration and candidates should be prepared to respond to a wide variety of issues.

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**KNOWLEDGE OF**

1. Principles and practices of employee supervision, development and training;
  2. Program management, formal and informal aspects of legislative process;
  3. Principle practices and trends of management and administration such as budget, personnel, planning, program evaluation and related areas.
  4. The Commission's Equal Employment Opportunity (EEO) Program objectives;
  5. A supervisor's role in the EEO Program and the processes available to meet equal employment opportunity objectives;
  6. Federal, State, and local environmental goals, policies, and organizations.
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**ABILITY TO**

1. Review and constructively critique the work of others;
  2. Coordinate the work of others, supervise a team of interdisciplinary specialists;
  3. Analyze situations accurately, take effective action;
  4. Review and edit complex technical and other written reports;
  5. Effectively utilize interdisciplinary teams in the conduct of studies;
  6. Prepare and/or direct the preparation of complex reports;
  7. Manage a complex energy project;
  8. Establish and maintain project priorities;
  9. Develop and effectively use all available resources;
  10. Effectively contribute to the Commission's Equal Employment Opportunity objectives.
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**ELIGIBLE LIST  
INFORMATION**

A departmental open eligible list will be established for the California Energy Commission. The list will be abolished 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

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**VETERANS  
PREFERENCE POINTS**

WILL NOT BE GRANTED IN THIS EXAMINATION

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**CAREER CREDITS**

DO NOT APPLY IN THIS EXAMINATION

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**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**GENERAL INFORMATION**

**For an examination** without a written feature it is the candidate's responsibility to contact the Examination Unit at (916) 653-6532, three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The California Energy Commission** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Veteran's Preference Points:** Veteran's preference credit is granted only on open list resulting from entrance examinations. These credits are granted to all competitors who qualify for, and have requested these points and who are successful in all parts of the examination. (The examination announcement indicates if veteran's preference points will apply.) Requests for veteran's preference, together with proof of eligibility should be submitted to: State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, Attention Veteran's desk, MS-37. It is necessary to establish eligibility only once.

**Career Credit:** A competitor who passes an open, non-promotional civil service examination and who has permanent civil service status (or who has a mandatory right of reinstatement to a position with permanent civil service status) is eligible to receive three career credit points added to his/her earned score. Career credits are not given to persons who have permissive reinstatement privileges. The distinction between mandatory right of reinstatement and permissive reinstatement privilege is outlined in Government Code Sections 19140-19143. (The examination announcement indicates if career credit points will apply.) Veteran's points are not granted in such examinations.

**DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD**

California Relay (Telephone) Service for the Deaf or Hearing Impaired  
From TDD Phones: 1-800-735-2929 – From Voice Phones 1-800-735-2922

TDD is a Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.